

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Secretary 2 – may underfill at the level of Secretary 1
Bureau of Engineering and Construction

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public (Refer to “Eligibility” section below)
Location: Newington Headquarters
Job Posting No.: 31875
Hours: 40 hours per week
Salary: Pay Grade CL 14 - Secretary 1, CL 16 - Secretary 2
(new hires to State service start at step 1 of the applicable pay grade)
Closing Date: **June 30, 2015 - 4:00 p.m.**

There is a Secretary 2 position opportunity currently available in the Office of Engineering at the Newington Headquarters. This position may be underfilled at the level of Secretary 1. This position is in the NP-3 (Administrative Clerical) bargaining unit.

Position Description: Responsibilities include, but are not limited to, preparing correspondence and technical reports; copying, scanning, and filing documents and reports; ordering office supplies; tracking and scheduling training; mail handling; maintaining office inventory; answering telephone calls and supplying information requested or redirecting inquiries; and other related duties as required.

Preferred Knowledge, Skills, Abilities, Experience and Training: Proficient use of Microsoft Outlook, Word, Excel, and PowerPoint and Internet Explorer; excellent typing and proofreading ability; knowledge of proper grammar, punctuation and spelling; very strong interpersonal and customer service skills, organizational skills; ability to complete assignments within specified deadlines; ability to communicate effectively, both verbally and in writing; excellent attendance; strong work ethic and professionalism; ability to take accurate notes; problem-solving skills; multi-tasking ability; some college coursework in secretarial sciences or other field; clerical experience in a construction and/or engineering environment; familiarity with engineering documents.

Eligibility:

Secretary 2: Candidates must have passed the Secretary 2 exam and be on a current certification list promulgated by the Department of Administrative Services. State employees currently holding this title or those who have previously attained permanent status in this title since their most recent hire date, may apply for lateral transfer.

Secretary 1: Candidates must have passed the Secretary 1 exam and be on a current certification list promulgated by the Department of Administrative Services. State employees currently holding this title or those who have previously attained permanent status in this title since their most recent hire date, may apply for lateral transfer.

Application Instructions: Submit a cover letter which explains your interest and suitability for this position, resume, application (State of Connecticut Application for Examination of Employment Form CT-HR-12) and copies of last two service ratings (State employees only) to:

Ms. Carol Morse, Administrative Assistant
Department of Transportation
Bureau of Engineering and Construction
P.O. Box 317546
2800 Berlin Turnpike, Newington, CT 06131-7546

Exam list candidates must either include a copy of their exam letter(s) OR indicate in their cover letter, which exam list(s) (Secretary 1, Secretary 2 or both) they are on.

Due to the large volume of applications received, we are unable to confirm receipt or respond to calls/emails about the status of the recruitment process. Please refrain from contacting us for this purpose. Late and incomplete application packages will not be considered.

Applications forms are available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. Refer to the [DAS website](#) for job specification requirements. Interviews may be limited to candidates whose experience and training most closely meet the requirements of these positions. The candidate pool resulting from these interviews may be used to fill Secretary 1 and/or Secretary 2 vacancies that occur in the Office of Engineering in the next twelve (12) months.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.